

**Clinton Area Transit System (CATS)**  
**Board of Directors Meeting Minutes**  
**December 18, 2019 - 6:00 PM**

Meeting called to Order at 5:58 p.m.

Members Present: Gail Watkins, Scott Idle, Lisa Grysen, Dan Skorich, Jody Smith, Rex Ferguson, Pete Apostol, and Madelyn (Arci) Tomczyk

Others Present: MaLissa Schutt, Larry Alpert, Sue Alpert

**Motion** by Madelyn Tomczyk, support by Lisa Grysen, to approve the agenda with additions. Additions to agenda include: an addition to New Business to combine Secretary and Treasurer Board positions as requested by Gail Watkins; An addition to Informational Items for Code of Conduct discussion as requested by Scott Idle. Yes-all. Motion carried.

The minutes of the regular Board meeting held on November 26, 2019 were reviewed. **Motion** by Rex Ferguson, support by Jody Smith, to approve the minutes of the Board regular meeting as presented. Yes-all. Motion carried.

The Finance Committee Chair, Lisa Grysen, presented the payroll and payables amounts for November 2019.

**Motion** by Lisa Grysen, support by Rex Ferguson, to approve the November payroll and liabilities. Yes-all. Motion carried. **Motion** by Scott Idle, support by Lisa Grysen, to approve the November payables. Yes-all. Motion carried.

**Interim General Manager's Report:**

Ridership continues to increase each month with November seeing an 8% increase from 2018. Staff updates included one driver leaving to move to Ohio and the training of a new part-time driver to start after Christmas. Low starting wages continues to be an challenge in recruiting qualified bus drivers.

Bus updates – We have received 6 of the 7 new buses with the final bus expected to be here by the end of the year.

Janitorial services contract put on hold until we can remove the materials out of the leased space at Thomas Janitorial. Most of the stored materials belong to St. Joseph County Transit. They have agreed to come get those material by the first of the year.

Accounting Specialist position put on hold to determine if any or all of the work should be outsourced and if a new Administrative Assistant position would take the place of this position in our Organizational Chart. Dan Skorich requested a job description for an Administrative Assistant and 3 quotes for outsourcing accounting duties be prepared by the next meeting if, in fact, that is the direction we decide to go. MaLissa requested if this needed to be done in addition to covering 3 managerial positions, that Clinton Transit contract Karen Schaffer to assist with the accounting duties during the interim. Karen comes recommended by Dru Mitchell of the Clinton County Economic Alliance. **Motion** by Rex Ferguson, support by Scott Idle, to contract Karen for up to 2 days a week at her rate of \$30 an hour. Yes-all. Motion carried.

**Informational Items:**

MaLissa reminded Board members of the family our employees are sponsoring for Christmas and requested they get their donations in by the end of the week.

Scott Idle shared his concerns regarding an internal Board email that was forwarded to a previous Board member. Discussion took place on Board member Code of Conduct. Pete Apostol shared that his intentions in forwarding the referenced email were not meant to cause harm.

**Old Business:**

**Motion** by Gail Watkins, support by Rex Ferguson, to approve the Voluntary Shared Leave Policy as presented. Yes-all. Motion carried.

**New Business:**

**Motion** by Scott Idle, support by Madelyn Tomczyk, to approve the 2020 Finance Committee Meeting and Board Meeting dates. Yes-all. Motion carried.

**Motion** by Madelyn Tomczyk, support by Lisa Grysen, to offer MaLissa Schutt the General Manager position at \$62,000 annual salary and standard employee benefits. Yes-all. Motion carried. Because of FOIA concerns, recommendation made by Gail Watkins to purchase cell phone for General Manager. MaLissa will get quotes to Finance Committee for approval.

**Motion** by Scott Idle, support by Jody Smith, to combine the Secretary and Treasurer Board positions. Yes-all. Motion carried.

Board member comments:

Madelyn Tomczyk will be missed and Clinton Transit thanks her for her many years of service.

**Motion** by Dan Skorich, support by Rex Ferguson, to adjourn. Yes-all. Motion carried. Meeting adjourned at 7:15 p.m.

**Next Meeting day/dates:      Thursday, January 23, 2020 @ 6:00pm**  
**Thursday, February 27, 2020 @ 6:00pm**

CATS Board Meeting Location - **215 N. Scott Rd, St Johns MI 48879**